

# A Detailed Summary of Indiana Public Librarian Certification Requirements

Excerpts from the Indiana State Library Certification Manual (Revised August 2014)

## Who must be certified?

- Public library Directors, Branch Heads, Department Heads, and Professional Assistants,
- Other staff whose libraries require Specialist certification, and
- Local units that require staff certification

## Who is not required to be certified?

- Archivists and Conservators
- Business office and clerical staff, including Administrative Assistants and Bookkeepers
- Clerks and Pages
- Human Resources staff
- IT staff
- Maintenance workers
- Marketing and Public Relations staff
- Substitute and temporary employees
- Volunteers

## Certification requirements are based on the following library district population sizes:

Class A: Libraries serving a population of 40,000 or more

Class B: Libraries serving a population of 10,000 to 39,999

Class C: Libraries serving a population under 10,000

## NEWLY HIRED STAFF (see Chapter 3 of Certification Manual for more detailed information)

- New staff whose professional positions require certification will have six (6) months to apply for their 1-year temporary or 5-year licenses
- Individuals unable to meet the certification requirements for a position may apply for a 1-year temporary license. Temporary licenses may be renewed twice for a total possible three (3) temporary certificates per person
- Individuals may apply for up to three (3) one-year temporary certifications as they complete their Library Science coursework AND/OR accumulate the number of years of experience required for their licenses

## DEFINITIONS OF JOB CLASSIFICATIONS (IC 36-12-11-6 and 590 IAC 5-1-9)

### ▪ Director:

There is one (1) library Director per library system. For ISL certification purposes, Associate Directors are classified as Department Heads. Directors must complete 100 Library Education Units (LEUs) in each 5-year renewal cycle. At least ten (10) of their LEUs must be Technology Library Education Units (TLEUs).

- License requirement for Class A Director is LC1
- Minimum license requirement for Class B Director is LC2
- Minimum license requirement for Class C Director is LC4

### ▪ Branch or Department Head:

This classification includes, but is not limited to, staff classified as Branch Managers, Department Heads, Librarians, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators.

Branch or Department Heads devote more than half of their time to work in the following areas:

- Knowledge of professional library practices,
- Development and management of collections and of technical library processes, and
- Ability to deal with people in a professional capacity (as distinguished from clerical)

Branch or Department Heads who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) must keep their licenses current and in good standing. To do so, they must complete seventy-five (75) Library Education Units (LEUs) per 5-year renewal cycle. At least ten (10) of their LEUs must be Technology Library Education Units (TLEUs).

- Minimum license requirement for Class A Branch/Department Heads is LC4

- Minimum license requirement for Class B Branch/Department Heads is LC5
- Minimum license requirement for Class C Branch/Department Heads is LC6

▪ **Professional Assistant (590 IAC 5-1-13):**

This classification includes, but is not limited to, Librarians, Library Assistants, Paraprofessionals, Catalogers/Copy Catalogers, Reader's Advisors, and Program or Other Coordinators.

Professional Assistants devote more than half of their time to work in the following areas:

- Knowledge of professional library practices,
- Development and management of collections and of technical library processes, and
- Ability to deal with people in a professional capacity (as distinguished from clerical)

Professional Assistants who spend at least 50% of their time on professional library work (including but not limited to cataloging/copy cataloging, reference, collection development, reader's advisory, children's or teen services) are required to keep their licenses current and in good standing, regardless of number of hours worked per week. *Certification requirements apply to all permanent (non-substitute) professional staff, whether they work full-time or part-time.*

In order to keep their licenses current and in good standing, Professional Assistants must complete fifty (50) Library Education Units (LEUs) per 5-year renewal cycle. At least ten (10) of their LEUs must be Technology Library Education Units (TLEUs).

- Minimum license requirement for Class A Professional Assistants is LC5
- Minimum license requirement for Class B Professional Assistants is LC6
- Minimum license requirement for Class C Professional Assistants is LC6

## **LIBRARIAN CERTIFICATION LEVELS**

- **Librarian Certificate 1 (LC1)** - ALA-accredited MLS degree (or equivalent) with ten (10) years professional library experience *OR* ALA-accredited MLS degree (or equivalent) with six (6) years professional experience that includes three (3) years supervising two (2) or more MLS librarians
- **Librarian Certificate 2 (LC2)** - ALA-accredited MLS degree (or equivalent) with three (3) years professional library experience
- **Librarian Certificate 3 (LC3)** - ALA-accredited MLS degree (or equivalent)
- **Librarian Certificate 4 (LC4)** - Bachelor's degree from an accredited college or university, including fifteen (15) college credit hours from the following required Library Science courses (590 IAC 5-1-8)
  - Collection Development (also referred to as Selection and Evaluation of Materials)
  - Library Management and Administration
  - Reference and Information Sources
  - Cataloging and Organization of Materials
  - Children's Services (also referred to as Materials for Youth)
- **Librarian Certificate 5 (LC5)** - 60 hours of college credit hours or associate's degree PLUS nine (9) college credit hours from the following required Library Science courses (590 IAC 5-1-8):
  - Collection Development (also referred to as Selection and Evaluation of Materials)
  - Reference and Information Sources
  - Library Management and Administration
    - *Non-supervising staff pursuing the LC5 whose career goals do not include management may substitute Cataloging and Organization of Materials or Children's Services (also referred to as Materials for Youth) for Library Management.*
- **Librarian Certificate 6 (LC6)** - High school diploma or GED/TASC with five (5) years of library experience *OR* nine (9) college credit hours of Library Science courses. Staff pursuing the LC6 are not required to complete a prescribed set of courses, but, rather, may choose the courses for their nine (9) credit hours in Library Science (590 IAC 5-1-8).